

- There was no message on case registration informing me that the JJ case can not be opened until the FC case is closed. This is included in the Flow specifications. 3/

- Child Data-The following fields did not prefill as stated in the specifications-
 - Religion
 - Previously adopted
 - Bio-mother and Father unknown or No known relatives boxes
 - Handicap
- Member Information-
 - None of the members from the FC case are displayed on the JJ case.
- Legal-
 - The Mother/Father termination of parental rights date did not display.

This process has not been completely tested due to the above errors, therefore there may be more discovered during future testing. These will be reported on the Access log.

Thank you for your time and attention to this matter. Please contact me at 3-2084 if you have any further questions.

cc: Sue London
Sue Tomes
Phil Rock
Carol Kraklan

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Services Worker Support System - Children
File Sections Autoflow Corrections Help

Juvenile Justice Case Registration

Legal Status: 52 Dual Wardship
Assigned Worker: 3300007501
Secondary Worker: [Redacted]
Registration Date: 04/01/1999

Last Name: [Redacted] First: [Redacted] Middle: M
Case #: V [Redacted] A [Redacted] PSI [Redacted]
Accept Date: 09/24/1994

AKA: [Redacted]
Street: [Redacted] Lot 301
Res. County: 33 INGHAM
City: Lansing State: MI Zip Code: 48909 0
Res. District: 3 District 3 ir
Phone: () - Alt. Phone: () - Date of Birth: 02/27/1982 Date of Birth Est? ☐ Yes ☒ No
Sex: ☒ Male ☐ Female Client Id: 0048672774 SSN: [Redacted]
Language: E English Migrant Status: ☐ Yes ☒ No ☐ Register MA with Services
Primary Race: 1 White Has the question been asked: ☐ Yes ☒ No
Secondary Race: [Redacted] Does this child have any North American Indian Heritage? ☐ Yes ☒ No
Secondary Race: [Redacted] Tribal Documentation: ☐ Pending ☐ Verified ☒ None
Hispanic Ethnicity: N No

Change Companion Group View Companions Print FIA-133a Cancel Continue

Enter Last Name

05/07/1999 10:54:24

JJ - legal status 52
ADD new from open 2C Case
- accept date needs to be blank new accept date
- MA already open on other Case
Group out all open
- secondary worker should be 2C worker
of open case

NO message sent
re 2C case is open
+ it can't open JJ case
with case is closed
get 5/26/99

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Services Worker Support System - Children

File Services Autoflow Corrections Help

Youth Information

Case Name: [REDACTED] Log #: 59153
Case #: V [REDACTED] A Program: JI
Assigned: 3300007501 Status: Registered

1 of 3

Child's Last Name [REDACTED] First Name [REDACTED] Middle Name M ☐ PS
AKA Name [REDACTED] Case Number V [REDACTED] A

Juv. Justice Worker 3300007501 Legal Status 52 Dual Wardship Child's DOB 02/27/1982
Secondary Worker Living Arrangement Eligibility

Case Information

Resident County 33 INGHAM JJ Acceptance Date 04/01/1999 Ref Source 2 Court (except
Resident District 3 District 3 in Open Date / / Client Id [REDACTED]

Child Information

Sex ☒ Male ☐ Female DOB 02/27/1982 DOB Estimated ☐ Yes ☒ No
Birth Certificate ☐ Applied for ☐ Received Religion [REDACTED]
Prev. adopted ☐ Yes ☐ No Language E English
SSN ☒ Yes ☐ No 375-90-9410 Do you have the card? ☐ Yes ☐ No

Cancel Next>>

Enter Juvenile Justice open date (MM/DD/YYYY)

05/07/1999 10:57:47

Should prefer Jan 26 - see screen

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35

Services Worker Support System - Children

File Sections Autoflow Corrections Help

Child Information

1 of 3

Case Name [REDACTED] Log # 44995
Case # V [REDACTED] Program CFC
Assigned 3383003683 Status Active

Child's Last Name [REDACTED] First Name [REDACTED] Middle Name [REDACTED]
AKA Name [REDACTED] Case Number V3584760A

Foster Care Worker 3383003683 Legal Status 44 MCI Ward Child's DOB 02/27/1992
Secondary Worker Living Arrangement 07 Independent Eligibility 13 ADC-F

Case Information

Resident County 33 INDIAN FC Acceptance Date 09/24/1994 Ref Source 1 Protect Svcs
Resident District 3 District 3 in Open Date 09/24/1994 Client Id [REDACTED]

Child Information

Sex ☒ Male ☐ Female DOB 02/27/1992 DOB Estimated ☐ Yes ☒ No
Birth Certificate ☐ Applied for ☒ Received Religion NP No Preference
Prev. adopted ☒ Yes ☐ No at age 9 ☒ yr ☐ mo Language English
SSN ☐ Yes ☐ No 275-93-9410 Do you have the card? ☐ Yes ☐ No

Cancel Next>>

Select if child is diagnosed as Emotionally Impaired

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Services Worker Support System - Children

File Versions Autoflow Corrections Help

Youth Information

3 of 3

Case Name: [REDACTED] Log #: 59153
Case #: V [REDACTED] A Program: JJ
Assigned: 3300007501 Status: Registered

Juv. Justice Worker 3300007501 Legal Status 52 Dual Wardship Child's DOB 02/27/1982
Secondary Worker Living Arrangement Eligibility

Miscellaneous

Goal [REDACTED]
Productivity [REDACTED]
Goal Status [REDACTED]

Biological Mother is unknown ☐ Yes ☒ No
Biological Father is unknown ☐ Yes ☒ No
Child has No known relatives ☐ Yes ☒ No
Child is attending school ☐ Yes ☐ No

Handicap Has the child been diagnosed with any of the following disabilities? ☐ None

☐ Emotionally Impaired ☐ Mentally Impaired ☐ Other Medically Diagnosed Condition
☐ Physically disabled ☐ Visually Impaired ☐ Hearing Impaired
☐ Specific learning disability ☐ Speech and language ☐ Not yet determined

<<Previous Continue Flow

Select Goal

05/07/1999 11:03:51

needs to fulfill Jan 26 last

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3-14

Services Worker Support System - Children

File Sections Autflow Corrections Help

Child Information

Case Name: [REDACTED] Log #: 44846
Case #: V [REDACTED] Program: CFC
Assigned: 3303003603 Status: Active

3 of 3

Foster Care Worker: 3303003603 Legal Status: 44 MCI Ward Child's DOB: 02/27/1982
Secondary Worker: Living Arrangement: 07 Independent Eligibility: 13 ADC-F

Miscellaneous

Goal: 6 Ind Living (SelfSpprt) Biological Mother is unknown ☒ Yes ☐ No
FC Event: 3 Voluntary release for adopt Biological Father is unknown ☒ Yes ☐ No
Goal Status: 2 Goal Not achvd-Srvcs cont Child has No known relatives ☐ Yes ☒ No
Child is attending school ☐ Yes ☒ No

Handicap Has the child been diagnosed with any of the following disabilities? ☐ None
☒ Emotionally impaired ☐ Mentally impaired ☐ Other Medically Diagnosed Condition
☐ Physically disabled ☐ Visually impaired ☐ Hearing impaired
☐ Specific learning disability ☐ Speech and language ☐ Not yet determined

<<Previous Continue


Select Goal

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Services Worker Support System - Children

File Reports Autoflow Corrections Help

 **Member Information**

Case Name: [REDACTED] Log #: 59153
Case #: V [REDACTED] A Program: JJ
Assigned: 3300007501 Status: Registered

Case Information

Assigned Worker [REDACTED] 3300007501 Secondary Worker

Case Members

Parents / Family Members

[REDACTED] SE 02/27/1982

Other Relatives

[REDACTED]

Other Persons

[REDACTED]

Change Case Member

Add Case Member

Delete Member

Continue Flow

Select Member name and select the 'Change Case Member' button to see details

05/07/1999 11:06:00

NO member prefilled on case

had to add from Soudex

All info. ones over
worker can type
see how specs

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3-m

Services Worker Support System - Children

File Sections Autoflow Corrections Help

Member Information

Case Name: [REDACTED] Log #: 44945
Case #: [REDACTED] Program: CFC
Assigned: 3303003603 Status: Active

Case Information
Assigned Worker: Kraklan, Carol 3303003603 Secondary Worker

Case Members

Parents / Family Members

[REDACTED]	SL	05/17/1993
[REDACTED]	SR	02/27/1982
[REDACTED]	AP	02/12/1951
[REDACTED]	AP	02/12/1952

Other Relatives

[REDACTED]	NW	01/03/1998
------------	----	------------

Other Persons

[REDACTED]	NR	05/29/1978
------------	----	------------

Change Case Member
Add Case Member
Delete Member
Continue Flow

Select Member name and select the 'Change Case Member' button to see details

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3-m

Services Worker Support System - Children

File Sections Autoflow Corrections Help

Member Information

Case Name: [Redacted] Log #: 44945
Case #: [Redacted] Program: CFC
Assigned: 3303003603 Status: Active

Case Information
Assigned Worker: Kraklan, Carol 3303003603 Secondary Worker

Case Members

Parents / Family Members

[Redacted]	SL	05/17/1993
[Redacted]	SR	02/27/1982
[Redacted]	AP	02/12/1951
[Redacted]	AP	02/12/1952

Other Relatives

[Redacted]	NW	01/03/1998
------------	----	------------

Other Persons

[Redacted]	NR	05/29/1978
------------	----	------------

Change Case Member
Add Case Member
Delete Member
Continue Flow

Select Member name and select the 'Change Case Member' button to see details

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Services Worker Support System - Children

File Screens Autoflow Corrections Help

2 of 4

Juvenile Justice Legal Information

Case Name: [REDACTED] Log #: 59153
Case #: [REDACTED] Program: JJ
Assigned: 3300007501 Status: Registered

Petition Information
Petition Date: 03/15/1999 Petition Type: 1 Initial

Hearing Information
Hearing Date: 03/16/1999 Type of Hearing: 100 Detention Hearing - Juvenile

Hearing Outcomes: 1 Petition LEGAL

Order Type/Action: 1 Emergency Termination date of Mother and/or Father's rights is required to 03/16/1999

Did the order terminating parental rights or the commitment order contain a statement that reasonable efforts were made to return the youth home? ☒ Yes ☐ No

<<Previous Next>>

Select county in which the original petition was filed

05/07/1999 11:15:53

adding JJ case 52

already in JC case - we need
to buy over to JJ case also

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10/99

RRY S

From: Carol Kraklan
To: DSS.BUIS.KhandalkarV
Subject: SS -Reply

1. If the bio-parents are unknown the check boxes on the child date should be "yes" instead of a "no" to get by the parents required information edits.
2. You are correct, Living arrangement 01-own home and goal of 08-return home is invalid. You will not need to change anything.
3. Yes, for editing purposes the 90 days edit is the first day of the month. Store the next due date as the end of the month.

I hope this has answered your questions. Please let me know if I was not clear.

>>> Virat Khandalkar 05/10/99 09:58am >>>
Hi Carol, I have doubts about following validations in SS.

1. There is a check I am having for a case where there are no legal parents specified then the Bio-Parents known check boxes on child should be set to "No". Then this is a case of abandoned child. Is this right?
2. I got a error log saying the Living Arrangement - Goal combination: 01-8 is a valid combo which is invalid right now according the database values.
3. This is in reference to your Error# 2507. Actually now I am assuming the USP date to be the last day in month of the USP dt (that is how I have to put in the USP DueTickler) i.e. in this case if you try to input 8/1999 then it is assumed as 08/31/1999 and which is greater than Today+90 day's (8/5/1999).
So, this does sound to me as to assume the USP date as 1's day of month for validations and then store it as last day of month. Is that right?

Thanks,

Virat

CC: JENSENM2

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CHILD 9

From: Carol Kraklan
To: DSS.BUIS.REDMANS
Date: 4/26/99 8:53am
Subject: log 2036 -Reply

If the child is a temporary court ward, either neglect or delinquent, the accept date is in the swss_case table.

If the youth is either a state ward, legal status 44 or 46 the commit date and accept date are stored in the commitment table.

If the child's legal status is 41, Bonnie stores the accept date in another table in the database. I can't remember what it is called but I'm sure she can tell you.

I hope this has answered your questions.

>>> Steve REDMAN 04/24/99 04:07pm >>>
3205 not printing acceptance date

Do you think that this might be the accept_date in swss_case that you desire?

Also, it appears the commitment date does not print.

I see in the commitment table there is a commitment date and a commitment accept date. Could it be one of those, or are those legal dates not related to funding? Or where is the silly thing?

Thank you once again.

CC: JENSENM2

4/26/99

4

From: Carol Kraklan
To: DSS.BUIS(KhandalkarV)
Subject: SS - One more quick question please. -Reply

No.

>>> Virat Khandalkar 04/26/99 09:22am >>>
Is Child's SSN is required to Print SS of an OTI case?
Thanks,
Virat

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presock, Manager
ITMS-SWSS

Date: April 22, 1999

From: Mary Ann Jensen, Manager
SWSS Policy

Subject: OTI Cases within SWSS

Michigan is not required to report AFCARS for OTI cases. This is the responsibility of the sending state. OTI cases are legal status 47-Juvenile Justice, 48-Neglect (foster care) and 49-Adoption. The current screens within SWSS contain AFCARS elements. Depending upon the type of case, many of these fields are not required, but it would be difficult if not impossible for workers to differentiate between fields that are required and fields that are not required. The policy office believes that unnecessary fields within SWSS should not display on the screen. In order to make the process easier for workers we are asking that the following field not display on the screens for OTI cases.

Child Data

- Native American Question, and Tribal Information
- Previously Adopted
- Birth Certificate Received or Applied For (Already taken off)
- Social Security Card Received or Date Applied (Already taken off)
- Bio-mother and father unknown and No Known Relatives

Member Information

- Governmental Benefits
- Mother Married at the Time of Birth
- At the time of initial removal, was child living with this person?
- Primary and Secondary Caretakers and Caretaker Family Structure
- Did this person have legal custody of the child before removal?

Legal

- Removal Conditions button should be grayed out
- Only required element is Legal Status (Already works this way)
- Funding Determination questions are not asked for any OTI case (Already works this way)
- JJ-Next Hearing Date-Edit is now requiring this even for OTI cases

Placement

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- [View Removal Conditions button](#)
- "Is Family receiving FIP for the child?"
- JJ-Initial Security Level and Override Question and Reasons

Thank you for your time and attention to this matter. Please contact me if you have any questions.

cc: Sue London
Sue Tomes
Phil Rock
Carol Kraklan

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CHINA 8

From: Carol Kraklan
To: DSS.BUIS(PALMATIERP)
Subject: - Entry on Child log -Reply

Yes, that is correct.

>>> Paula PALMATIER 04/12/99 10:42am >>>
ID # 1999 - "BC rec'd and SSN applied for or rec'd are not valid for OTI
cases. Also for OTI adoption - FC event is not valid (Actually not valid for
any adoption cases). "

So ... these are the changes I am proposing:

- 1) FC event should not display on any adoption case.
- 2) For all OTI cases, Birth Cert questions will not display.
- 3) For all OTI cases, SSN Yes/No will display but the rest of the SSN
questions will not.

Is this correct?

From: Mary Ann Jensen
To: DSS.BUIS.PRESOCKIN
Date: 3/25/99 2:15pm
Subject: Recommended Type of Foster Home

Reg 10

On Child Information Screen 2 of 3: Can we set default values as follows:
Type: Family
Parents: Two Parent
Coed: yes

Workers could change if this is not appropriate for the individual child.
Otherwise, they could skip entry.

Thanks.

CC: DSS.BUIS.PALMATIERP, DSS.BUIS.LONDONS2, TOMESS, KR...

From: Mary Ann Jensen
To: DSS.BUIS(CORKWELLB)
Date: 3/15/99 8:49am
Subject: legal status 40 -Reply

Yes. Offense codes and productivity codes are needed but no other commitment data.

>>> Bonnie CORKWELL 03/13/99 02:07pm >>>
Just checking to see if I understand your memo of 3/1 correctly. If the legal status is 40, the worker must fill in offense codes. I am not showing or forcing them to enter other commitment data - is that correct?

CC: DSS.BUIS(PRESOCKIN),

R49.1

From: Carol Kraklan
To: FisherD
Date: 3/9/99 10:57am
Subject: Name changes in SWSS -Reply

Name is controlled by ASSIST and the worker need only print a 133 as ASSIST will forward this information to CIS.

A case name change does not have to go through the corrections process. A worker is able to change this on the Child Data screen. If the name has been changed on Child Data, a message should display when the worker hits continue on the third screen informing the worker that an ASSIST element has changed and s/he needs to print a 133 to update ASSIST.

I hope this clarifies this.

>>> David Fisher 03/09/99 10:35am >>>
Just double checking:

If you want to change the name of the child in SWSS because they started out as a Baby Doe, like they might in Wayne, then you use 1. Corrections mode 2. Change the name in Child info. 3. Go to Report Generation print a 133 to have the name changed on ASSIST and a 5s so the name is changed on CIS.

This is an area that we will have to test further to make sure this works.

cc: testing

*9/9/99 10:57am
Carol Kraklan
FisherD
3/9/99 10:57am
Name changes in SWSS -Reply*

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

From: Mary Ann Jensen, ~~Manager~~
SWSS Policy

Subject: Screen/Pick Box Changes

Date: March 1, 1999

We have noted that in several areas the 'pick box' selections need to be expanded. To date the following areas have been identified:

Education: Listing of schools requires addition of the following options:
Out of State Public School
CCI Operated On-grounds School

Child Info, Member Info, Provider Family Info: "Unknown" need to be added to the Religion pick list.

Instead of having the questions on Tribal Documentation and Tribe appear on the Registration and Child Information (2 of 3) screens. These questions should "pop-up" if (one of) the race code(s) entered is American Indian/Alaskan Native. The question "Has the question been asked" should remain on the screens. This should relieve some of the 'clutter'.

Please let me know if you need additional information. Thank you.

cc: Sue London
Phil Rock
Carol Kraklan
Sue Tones

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2/26/99
STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

From: Mary Ann Jensen, Manager
SWSS Policy

Subject: Race Codes

Date: February 26, 1999

We have received a Program Instruction (#ACYF-CB-PI-99-01) from the U.S. Department of Health and Human Services stating that the AFCARS data collection on Race. This instruction states that we must comply with OMB Directive No. 15 (Race and Ethnic Standards for Federal Statistics and Administrative Reporting) no later than October, 1999.

These standards have five categories for data on race:

American Indian or Alaskan Native: A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Thus, we need to expand the SWSS codes to separate **Asian/Pacific Islander** into two codes. In addition, the AFCARS reporting requirements now "allow individuals to identify with more than one race." **If the person is of more than one race, all applicable races are to be reported.** This is a change from the current reporting structure where only the primary race was to be reported.

In addition, the Program Instruction changed the wording for "Hispanic Ethnicity" to "**Hispanic or Latino**" Ethnicity. This only requires a wording change on the screens.

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February 26, 1999

Page -2-

The definition of when "unable to determine" for both race and ethnicity can be used has been clarified.

Unable to Determine: This code can only be used if the following circumstances:

- The child is very young or is severely disabled and no person is available to identify the child's race or Hispanic ethnicity.
- The adult or child (if age appropriate) refuses to identify his or her race or Hispanic origin.
- The parent, relative or guardian refuses to identify the child's race or Hispanic origin.

I have attached a copy of the Program Instruction. Please let me know if you need additional information.

cc: Sue London
Phil Rock
Carol Kraklan
Sue Tomes

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Child 5

From: Mary Ann Jensen
To: DSS.BUIS.PRESOCKIN
Date: 2/18/99 9:47am
Subject: Memo on List Boxes

This is to further clarify the memo on List Boxes. The only list where the alpha identifier is needed rather than the numeric code is the County List.

Sorry for the confusion.

CC: KRAKLANC2, DSS.BUIS.LONDONS2, TOMESS

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki, Manager
ITMS-SWSS

Date: February 11, 1999

From: Mary Ann Jensen, Manager
ITMS-SWSS

Subject: Edit Tables for Goal/Legal Status and Goal/Living Arrangement

It was found during testing that the previously submitted edit tables for Goal/Legal Status and Goal/Living Arrangement were incorrect. The goal number 11-Termination of Parental Rights was inadvertently left off the tables. This also made the numbers for Permanent Foster Family Agreement and Maintain Own Home incorrect on the previously submitted tables.

The "X's" on the attached charts are invalid combinations.

I am sorry for any inconvenience this has caused. Please contact me at 3-2084 if you have any questions.

Thank you for your time and attention to this matter.

cc: Sue London
Sue Tomes
Phil Rock
Carol Kraklan

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Invalid Living Arrangement-Goal Combination

Living Arrangement	Goal						13-Main. Own Home
	6-Ind Liv	7-Placed with Rel	8-Rel Home	9-Cust Care	10-Adopt	11-TPR	12-PFA
01-Own Home	X	X	X		X	X	X
02-Rel Home			X		X	X	X
03-Legal Guard.				X			
04-Adopt. Home	X	X					
05-Foster Home							
07-Ind. Living		X					
09-Public Shelter							
10-RCC's							
11-Detention							
12-Jail							
13-CCI's							
14-Training School							
15-Nokomis							
16-Mental Health Fac.							
17-Court Treat. Fac.							
19-Other							
20-AWOL/Escapes							
21-Arbor Heights							
22-OS-Parent	X	X	X				
23-OS Relative							
24-OS-Foster Home							
25-OS CPA							
26-OS CCI							
27-OS Lic. Rel.							

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Invalid Legal Status-Goal Combination

Legal Status	Goal						
	6-Ind Liv	7-Placed with Rel	8-Rel Home	9-Cust. Care	10-Adopt	11-TPR	13-Main. Own Home
40-Court Ward- Del							
41-Perm. Court Ward			X		X	X	X
42-Temp Court Ward					X		
43-Court Ward- Sup. Adopt.	X	X	X	X		X	X
44-MC Ward			X			X	
45-MC/O					X	X	X
46-SL Ward-Del					X	X	
47-OTI-Del					X	X	
48-OTI-NB9					X	X	
49-OTI-Adopt	X	X	X	X	X	X	X
50-Non-Ward Del-Rel Filed					X	X	
51-Non-Ward- Not Del					X	X	
52-Edel Ward			X		X	X	X

CHIA 7

From: Carol Kraklan
To: DSS.BUIS.KhandalkarV
Subject: PrintSS -Reply

If there are no legal parents and no primary/secondary caretaker, the mother unknown and father unknown boxes must be checked. This would be an abandoned infant.

I hope this has been helpful.

>>> Virat Khandalkar 02/09/99 11:31am >>>
Hi Carol, I have one more question on SS.
If there are no legal parents and no primary/secondary caretakers found for a case. What should PrintSS do? Should it stop or let go to open the case?
Thanks,

Virat

CC: DSS.BUIS.PALMATIERP, JENSENM2

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C / t / A €

From: Carol Kraklan
To: DSS.BUIS(KhandalkarV)
Subject: Putative Parent Relationship -Reply -Reply

Only if there is a PP identified, whether or not he is the primary or secondary caretaker the opening 5s should **not** require father unknown or father information on the member screen.

>>> Virat Khandalkar 02/08/99 01:01pm >>>

Hi, I have a question on this.

When does we should not require the Father Unknown is not answered? Is it only when there is a member in the Case with 'PP' relation with the child **and also** identified as Primary/Secodary Care taker? **OR** even when the member with 'PP' relation is not a Primary or Secondary Caretaker ?

Thanks

Virat

CC: DSS.BUIS (PALMATIERP),

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"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

NO DATE

Child Info

From: Carol Kraklan
To: DSS.BUIS.PALMATIERP, SNYDERC2
Subject: Middle Name in SWSS

I spoke with Mary Jenkins about a middle name field in ASSIST and CIS. She states that ASSIST has a middle name field and this information is then sent to CIS. Therefore, we could expand the middle initial field in SWSS to a name field. This field would not be required. This would only be applicable for the child. For all other members leave the middle initial field on the screen.

She was not sure on the character length of this field though. Is there someone you could ask about this Paula?

Please let me know if you need anymore information.

CC: JENSENM2, TOMESS, DSS.BUIS.LONDONS2

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: February 16, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 3
Member Module Documentation - Addendum 5

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999 and December 6, 1999 and the Member Module Documentation Memos of October 12, 1999, November 10 and 22, 1999 and December 16, 1999. After further discussion with development staff, it was noted that the following clarifications are needed to support the current programming:

Child Information

- 20. CI-1.6.10.3: This requirement can be deleted.
- 21. CI-1.6.55.1: Change requirement to read "Not required for OTI/PSI cases."

Member Information

- 1. Add requirement MI- 1.2.18.?: Not required for OTI/PSI cases.
- 2. MI-1.2.19.5: This requirement can be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

**STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY**

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: May 5, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 4

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999 and February 16, 2000. After further discussion with development staff, it was noted that the following clarifications are needed:

Child Information

CI-1.6.16.1 must be changed to state "Display on screen **for FC and JJ** all types of cases. ~~Except for PSI/OTI/Adoption cases. These would~~ **which must** have a pick list. Add CI-1.6.16.2: The pick list must only include eligibility codes of "06", "07" and "13". CI-1.6.17 and CI-1.6.17.1 must be deleted. CI-1.6.51.2 must be changed to state "On FC/JJ/**Adoption** cases ~~only~~. CI-1.6.52.2 must be changed to state "On FC/JJ/**Adoption** cases ~~only~~."

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: April 21, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Issue: New Federal Regulations

Final rules were recently published by the Federal government for implementation of the Adoption and Safe Families Act (ASFA) of 1997. These rules were effective March 27, 2000 and change the court order determinations regarding 'contrary to the welfare' and 'reasonable efforts'. In addition, Federal law requires that the child be a US citizen or qualified alien to receive Title IVE funding and Medical Assistance. Because of these changes, the FAJ SWSS application will not be in compliance with Federal rules unless the following modifications occur in the Child Information, Legal, FIA-5S and Funding Modules:

Child Information

1. A new screen requirement is needed: CI-1.2.??? Ability to answer the question "Is the child a US citizen? (y/n)"
 - If the answer is no, ability to answer the question "Is the child qualified alien? (y/n)"
 - If the answer is yes, ability to select the type of qualified alien status.
 - If the answer is no, ability to select non-qualified status.
2. New data elements are needed in order to select the type of qualified alien status from a pick list. These elements are
 - Lawfully admitted for permanent residence (CIS Code B)
 - Granted asylum (CIS Code B)
 - Refugee (CIS Code B)
 - Paroled into the US (CIS Code B)
 - Deportation Withheld (CIS Code G)
 - Granted conditional entry (CIS Code B)
 - Cuban/Haitian entrant (CIS Code C)
3. New data elements are needed in order to select the type of non-qualified alien status from a pick list. These elements are
 - Non-immigrant (CIS Code N)
 - Other aliens (CIS Code N)

(Note: This could be one table in the database. If so, a US citizen is CIS Code A.)

Longest estimate = 40 hrs.

Total time = 81 hrs.

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

Legal Module

- Bonnie*
1. LE-1.2.25 Ability to answer the question 'Reasonable Efforts' (y/n) This question needs to be split into two questions: 'Reasonable Efforts to Prevent Removal' and 'Reasonable Efforts to Finalize the Permanency Plan'.
 2. LE-4.41 The question 'Judicial Determination Concerning Child's Welfare?', is asked only once. ~~Once answered with a "yes",~~ It doesn't need to be displayed again unless a new removal petition is entered.
 3. LE-4.63 Display the question 'Judicial Determination Concerning Child's Welfare?' when the following order type(s) are entered: **emergency removal order or the preliminary order, if there was no emergency order, is entered.**
 4. LE-4.63.1.1 through LE-4.63.1.6 must be deleted.
 5. LE-4.64 Display the question 'Reasonable Efforts to Prevent Removal' for the first 60 days after the child's removal from his/her own home and placement in an out of home living arrangement for all legal statuses except OTI and PSI if any of the following order type(s) are entered: (delete the remainder of this requirement).
 6. A new requirement is needed between LE-4.64.4 and LE-4.64.5 **Display the question 'Reasonable Efforts to Finalize the Permanency Plan' for all legal statuses except OTI and PSI if any of the following order type(s) are entered:**
 - Disposition (if after 60 days of removal – see LE-4.64)
 - Adjudication and Disposition (if after 60 days of removal – see LE-4.64)
 - Removal Disposition (if after 60 days of removal – see LE-4.64)
 7. LE-4.64.5 Terminate Parental Rights ~~(display the long version and not the short version)~~ **(display the question regarding finalization of permanency plan)**
 8. LE-4.64.6 Commitment ~~(display the long version and not the short version)~~ **(display the question regarding finalization of permanency plan)**

FIA-SS

1. A new requirement is needed 5S-4.1.??? Child's Citizenship status.
2. A new requirement is needed 5S-5.??? 53n. Citizenship Code
3. 5S-3.1.10 needs modification to state 'Scope coverage "1F" **unless the citizenship code is N. If citizenship code is N, scope of coverage is "1E" – 53.i.**
4. 5S-3.1.15 needs modification to state 'Citizenship Code (default to "A") **(obtained from Child Information) – 53.n.**' (Note: A US citizen is CIS Code A)

Funding

1. A new requirement(s) is (are) needed: Funding must check the Child's Citizenship Status. If this status is "N", there is no Title IVE eligibility (FD-4.11.?). Citizenship status must display on Screen 2 (FD-1.2.2.1.?)
2. FD-1.2.2.3.1 needs to be modified to state **"Does the a court order issued within 60 days of the child's removal from the home contain a statement that reasonable....."**
3. A new requirement is needed: (FD-1.2.2.3.?) Does the court order contain a statement that reasonable efforts are being made to finalize the permanency plan?

4. FD-1.2.2.3.2 needs to be modified to state "Does the **emergency removal or preliminary** court order contain a statement of judicial determination that continuation in his/her home would be contrary to his/her welfare ~~or does the order reference MCL 742A.1(2)?~~"
5. FD-4.11 must be modified to add at the end ".....**citizenship status.**"
6. FD-4.11.2.3.1 must be modified to state "The court order types are 1, 2, 4, ~~5, 6, 7.~~"
7. The FIA-350 is being modified; thus, FD-5.1.20 must be changed to state "5. Has a court order been issued within the past twelve months containing the finding that reasonable efforts are being made to finalize the permanency plan?" Yes or no option provided.
8. FD-5.1.20.1.1 through FD-5.1.20.1.7 can be deleted.
9. FD-5.1.21 can be deleted.
10. FD-5.3.17 must have a sub-requirement: If the child is not a citizen or a qualified alien, s/he is not eligible for Title IVE funding. The above question must prefill with 'no'.
11. FD-5.3.53 must be modified to state "~~The dispositional~~ **A court order issued within 60 days of the child's removal from the home** contains a statement; Answered using 'Yes' or 'No' and ~~'Not Applicable'~~ check boxes.
12. FD-5.3.54 must be modified to state "~~..... or does the court order reference MCL 742A.1(2)~~ **included in the emergency removal or preliminary court order?**....."

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presockki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: May 9, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Issue: New Federal Regulations - Addendum 1

The following is to clarify the April 21, 2000 memo on New Federal Regulations. It is in response to questions raised by the development staff.

Child Information

1. Citizenship/qualified alien status must be determined for all children in the foster care, juvenile justice and adoption programs except for OTI's and PSI's.

Legal Module

1. LE-4.20 must be deleted.
2. LE-4.20.1 must be deleted.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: June 13, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 5

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000 and May 5, 2000. After focussed testing and discussion with development staff, it was noted that the following clarifications are needed:

- 22. Add CI-1.6.8.?: Do not display message reminding user to print FIA-133A. ASSIST does not need to be updated as information is provided by ASSIST.
- 23. CI-1.6.41.1 must be changed to state "..... Required on open FC/JJ/**Adoption** cases."
- 24. Add CI-1.6.41.?: If yes and the child's legal status is Court Ward – Supervised Adoption (43), reword "mother known" and "father known" questions to read: "previous adoptive mother" and "previous adoptive father."
- 25. Add CI-1.6.44.?: Do not display message reminding user to print FIA-133A. ASSIST does not need to be updated as information is provided by ASSIST.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: August 17, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Help Messages

It is necessary to amend the documentation in Section 7 of the Child Information Module. After focussed testing (SER #968), it was noted that the following help message needs to be adjusted to correspond with the message in the application:

26. Date (Birth Certificate) Applied For : Enter date of application for birth certificate
(MM/DD/YYYY)

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: October 16, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 6

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000 and June 13, 2000. After focussed testing (SER # 819) and discussion with development staff, it was noted that the following clarifications are needed:

- 27. CI-1.6.16.2 must be modified to state "... "06", "07" and "13" for Adoption and OTI cases and "06" and "07" for PSI cases."
- 28. The following Out of Module MARE requirement must be included as an In Module requirement: MR-3.8.1 A tickler to initiate the MARE process must appear 90 days after the goal is changed to Adoption ("10") for FIA supervised cases.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: November 13, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 7

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000, June 13, 2000 and October 16, 2000. After focussed testing (SER # 2347) and discussion with development staff, it was noted that the following clarifications are needed:

- 29. CR-2.7 "Case number must not match an existing active case unless it is a case for this child" must be added as a Child Information Module requirement.
- 30. CR-2.27 "The Client ID must not exist for a child with an active case unless it is in another case for this child" must be added as a Child Information Module requirement.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: May 14, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 8

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000, June 13, 2000, October 16, 2000 and November 13, 2000. After focussed testing (SER # 3801) and discussion with development staff, it was noted that the following clarification is needed:

31. CI-1.6.32.1 must be modified to state ~~Required for FC/JJ cases on an open case~~
Display a reminder message stating "Birth Certificate question is not answered."

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: December 21, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Tickler Module Documentation - Addendum 3

It is necessary to amend the Tickler Module Documentation Memos of October 25, 1999, June 22, 2000 and November 1, 2000. After 'Virtual Wayne' and a request by Wayne County for special reports, it is necessary to include additional ticklers based on the child's age. Please add the following ticklers: (Note: This change is not required for the go/no go decision on the Kalamazoo pilot. It is needed before Statewide implementation begins.)

TI-6.1.? Youth's 16th Birthday (16Bday)

TI-6.1.?.1 To appear on the youth's 16th birthday.

TI-6.1.?.2 Permanently delete in the month after the birthday.

TI-6.1.? Youth's 17th Birthday (17Bday)

TI-6.1.?.1 To appear on the youth's 17th birthday.

TI-6.1.?.2 Permanently delete in the month after the birthday.

TI-6.1.? Youth's 18th Birthday (18Bday)

TI-6.1.?.1 To appear on the youth's 18th birthday.

TI-6.1.?.2 Permanently delete in the month after the birthday.

TI-6.1.? Youth's 20th Birthday (20Bday)

TI-6.1.?.1 To appear on the youth's 20th birthday.

TI-6.1.?.2 Permanently delete in the month after the birthday.

TI-6.1.? Youth's 21st Birthday (21Bday)

TI-6.1.?.1 To appear on the youth's 16th birthday.

TI-6.1.?.2 Permanently delete when case is closed.

TI-6.1.10 must be revised to state: Youth's **19th** Birthday (**19Bday**)

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby

Beth Dean

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: October 3, 2001

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 9

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000, June 13, 2000, October 16, 2000, November 13, 2000 and May 14, 2001. With the implementation of the Electronic CIS Interface the following modifications are needed:

1. CI-4.1 must be modified to state: When a **user worker** completes a screen with updates to ASSIST or CIS elements, a message should tell the **user worker** that it is necessary to print a FIA-133A for ASSIST input or a **CIS transaction SS** for CIS input.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: January 23, 2002

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 10

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000, June 13, 2000, October 16, 2000, November 13, 2000, May 14, 2001 and October 3, 2001. With the implementation of the Electronic CIS Interface the following modifications are needed:

2. Add a sub-requirement to CI-1.6.16: CI-1.6.16.3 CIS element for PSI/OTI and Adoption cases.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean
Vicki Weller

11.2.14

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue Doby, Director
Application Software Development Division

Date: May 29, 2002

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation Changes for SDM

With the development and implementation of SDM in SWSS Foster Care, it will be necessary to amend the current Child Information Module documentation. The following additions and revisions are needed:

New Requirements

1. CI-1.6.60 Cell Phone
2. CI-1.6.60.1 Available for CFC/JJ cases only
3. CI-1.6.61 Height
4. CI-1.6.61.1 Available for CFC cases only
5. CI-1.6.61.2 Required on an open CFC case except for legal statuses 48 or 51.
6. CI-1.6.62 Weight
7. CI-1.6.62.1 Available for CFC cases only
8. CI-1.6.62.2 Required on an open CFC case except for legal statuses 48 or 51.
9. CI-1.6.63 Eye color
10. CI-1.6.63.1 Available for CFC cases only
11. CI-1.6.63.2 Required on an open CFC case except for legal statuses 48 or 51.
12. CI-1.6.64 Hair color
13. CI-1.6.64.1 Available for CFC cases only
14. CI-1.6.64.2 Required on an open CFC case except for legal statuses 48 or 51.
15. CI-1.6.65 Distinguishing Marks
16. CI-1.6.65.1 Available for CFC cases only
17. CI-1.6.65.2 Required on an open CFC case except for legal statuses 48 or 51.
18. CI-1.6.66 Hobbies
19. CI-1.6.66.1 Available for CFC cases only
20. CI-1.6.66.2 Required on an open CFC case except for legal statuses 48 or 51.
21. CI-1.6.67 Behavior
22. CI-1.6.67.1 Available for CFC cases only
23. CI-1.6.67.2 Required on an open CFC case except for legal statuses 48 or 51.
24. CI-1.6.68 Describe any significant events with regards to the child
25. CI-1.6.68.1 Available for CFC cases only
26. CI-1.6.68.2 Required on an open CFC except for legal statuses 48 or 51.

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27. CI-1.6.69 Medical, dental and optical information transferred from CPS.
28. CI-1.6.69.1 Available for CFC cases only.
29. CI-1.6.69.2 Display 5 day packet answers for questions 4, 5, 6 and 8; do not allow update.
30. CI-1.6.70 Describe the reasons why it is not in the child's best interest to be returned home, placed for adoption or within the kinship network.
31. CI-1.6.70.1 Available for CFC cases only if the goal code is permanent foster family agreement (12), independent living (6) or custodial care (9)
32. CI-1.6.70.2 Required on open CFC cases (except legal statuses 48 or 51) unless case supervision was provided by a CPA.

-
- 33. CI-1.6.70.3 Display 5 day packet answers for questions 4, 5, 6 and 8; do not allow update.
 - 34. CI-1.6.71 Describe the child's relationship with siblings
 - 35. CI-1.6.71.1 Available for CFC cases only
 - 36. CI-1.6.71.2 Required on open CFC cases (except legal statuses 48 or 51) unless case supervision was provided by a CPA.
 - 37. CI-1.6.72 Child's religious history of participation, requirements for participation or attendance, special requirements such as diet, grooming, dress, etc.
 - 38. CI-1.6.72.1 Available for CFC cases only
 - 39. CI-1.6.72.2 Required on open CFC cases (except legal statuses 48 or 51) unless case supervision was provided by a CPA.
 - 40. CI-1.6.73 Last physical exam
 - 41. CI-1.6.73.1 Available for CFC cases only
 - 42. CI-1.6.73.2 Display only the date of the last physical exam.
 - 43. CI-1.6.74 Last dental exam
 - 44. CI-1.6.74.1 Available for CFC cases only
 - 45. CI-1.6.74.2 Display only the date of the last dental exam.
 - 46. CI-1.6.75 Mechanism to display previous medical visits
 - 47. CI-1.6.75.1 Available for CFC cases only
 - 48. CI-1.6.76 Mechanism to add medical visits.
 - 49. CI-1.6.76.1 Available for CFC cases only
 - 50. CI-1.6.76.2 Visit date
 - 51. CI-1.6.76.3 Visit type
 - 52. CI-1.6.76.3.1 Medical, dental, optical, yearly medical, yearly dental
 - 53. CI-1.6.76.4 Medical provider
 - 54. CI-1.6.76.5 Reason for visit
 - 55. CI-1.6.76.6 Treatment
 - 56. CI-1.6.77 Mechanism to update medical visits
 - 57. CI-1.6.77.1 Available for CFC cases only
 - 58. CI-1.6.78 Mechanism to delete medical visits
 - 59. CI-1.6.78.1 Available for CFC cases only
 - 60. CI-1.6.79 Previous adoption information
 - 61. CI-1.6.79.1 Available for CFC cases only
 - 62. CI-1.6.79.2 Required on an open CFC case when the answer to "has the child been previously adopted" is 'yes'.
 - 63. CI-1.6.79.3 Date of Adoptive Placement
 - 64. CI-1.6.79.4 Type of adoption
- Child Information Module/SDM Changes
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- 65. CI-1.6.79.4.1 Foreign, domestic
- 66. CI-1.6.79.5 Agency that handled the adoption
- 67. CI-1.6.79.5.1 Pick list to include CPA's licensed to provide adoption services
- 68. CI-1.6.79.5.2 Include a selection "Out of state agency"
- 69. CI-1.6.79.5.2.1 Agency's name

- 70. CI-1.6.79.5.2.2 Agency's city and state
- 71. CI-1.6.79.6 Adoption disrupted prior to finalization
- 72. CI-1.6.79.6.1 Yes
- 73. CI-1.6.79.6.1.1 Date of disruption
- 74. CI-1.6.79.6.2 No
- 75. CI-1.6.79.6.2.1 Date of finalization
- 76. CI-1.6.79.6.2.2 Date of dissolution
- 77. CI-1.6.79.6.2.2.1 Required when Legal Status is 41, 44, 52, 91, 93, or 94.
- 78. CI-1.6.79.6.2.2.2 Prefill with the date terminating parent's rights
- 79. CI-1.6.79.7 Reason for disruption or dissolution
- 80. CI-1.6.79.7.1 Pick list
- 81. CI-1.6.79.7.2 Include a selection of "Other"
- 82. CI-1.6.79.7.2.1 Allow recording of the 'other' reason.

Please let me know if you need additional information.

cc: Pat Wilson
Sue London
Beth Dean
Vicki Weller

11.2.15 Addendum 11

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: October 31, 2002

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 11

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000, June 13, 2000, October 16, 2000, November 13, 2000, May 14, 2001, October 3, 2001 and January 23, 2002. As a result of SER # 5140, the following modification is needed:

3. Add a sub-requirement to CI-1.6.8 CI-1.6.8.3 Updateable on case prior to opening. Later must be accessed via Corrections.

Please let me know if you need additional information.

cc: Pat Wilson
Sue Tomes
Vicki Weller

11.2.16 Addendum 12

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: January 15, 2003

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 12

It is necessary to amend the Child Information Module Documentation Memos of October 14, 1999, November 10, 1999, December 6, 1999, February 16, 2000, May 5, 2000, June 13, 2000, October 16, 2000, November 13, 2000, May 14, 2001, October 3, 2001, January 23, 2002 and October 31, 2002. As a result of SER # 5269, the following modifications are needed:

32. The following requirement in Addendum 6 must have two sub-requirements: A tickler to initiate the MARE process must appear 90 days after the goal is changed to Adoption ("10") for FIA supervised cases.
33. Add a sub-requirement: If a MARE tickler with a future date has already been established by the Legal Module, do not create another one and do not delete the already created one.
34. Add a sub-requirement: If no MARE tickler has been created by the Legal Module, create one for both the primary and secondary workers.

Please let me know if you need additional information.

cc: Pat Wilson
Sue Tomes
Vicki Weller

11.2.17 Addendum 1

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Daniel Klodt, Manager
Services Area
ITMS

Date: September 1, 2004

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services Administration

Subject: SWSS: Child Information Module Documentation for CWCMS -
Addendum 1

It is necessary to rescind the Child Information Module Documentation requirements memo dated May 29, 2002. Many of the requirements were implemented with SR 201306 (SCR 1023). The others are addressed by this memo.

1. Requirement # 60 from the 5/29/02 memo: Previous adoption information
2. Sub-requirement to #1 above: Available for CFC cases only
3. Sub-requirement to #1 above: Required on an open CFC case when the answer to "has the child been reviously adopted" is "yes"
4. Sub-requirement to #1 above: Date of Adoptive Placement
5. Sub-requirement to #1 above: Type of Adoption
6. Sub-requirement to #5 above: Specify Foreign or Domestic Adoption
7. Sub-requirement to #1 above: Agency that handled the adoption
8. Sub-requirement to #7 above: Pick list to include CPA's licensed to provide adoption services
9. Sub-requirement to #7 above: Include a selection "Out of State Agency"
10. Sub-requirement to #9 above: Agency's name
11. Sub-requirement to #9 above: Agency's city and state
12. Sub-requirement to #1 above: Adoption disrupted prior to finalization
13. Sub-requirement to #12 above: Yes
14. Sub-requirement to #13 above: Date of disruption
15. Sub-requirement to #12 above: No
16. Sub-requirement to #15 above: Date of finalization

17. Sub-requirement to #15 above: Date of dissolution
18. Sub-requirement to #17 above: Required when Legal Status is 41, 44, 52, 91, 93 or 94
19. Sub-requirement to #17 above: Prefill with the date terminating parent's rights
20. Sub-requirement to #1 above: Reason for disruption or dissolution
21. Sub-requirement to #20 above: Pick List
22. Sub-requirement to #20 above: Include a selection of "Other"
23. Sub-requirement to #22 above: Allow recording of the 'other' reason
24. CI-1.6.61 through CI-1.6.67.1 must be deleted and replaced with the following:
25. CI-1.6.61: Description (tab)

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26. CI-1.6.61.1 Height
27. CI-1.6.61.1.1 CFC/JJ cases only
28. CI-1.6.61.2 Weight
29. CI-1.6.61.2.1 CFC/JJ cases only
30. CI-1.6.61.3 Hair color
31. CI-1.6.61.3.1 CFC/JJ cases only
32. CI-1.6.61.4 Eye color
33. CI-1.6.61.4.1 CFC/JJ cases only
34. CI-1.6.61.5 There must be an "Enter/Update Narrative" button that, when selected, will pop-up a screen to enter narrative
35. CI-1.6.61.5.1 Describe the current status of the child including:
36. CI-1.6.61.5.1.1 Emotional and physical development
37. CI-1.6.61.5.1.2 Behavior (for the ISP, include past experiences and problem)
38. CI-1.6.61.5.1.3 Relationship with siblings, if applicable
39. CI-1.6.61.5.1.4 Relevant medical, dental and vision information , including any distinguishing marks
40. CI-1.6.61.5.1.5 Hobbies, likes and dislikes, etc.
41. CI-1.6.61.5.1.6 Significant events since the last assessment (for USP or PWSP)
42. Renumber CI-1.6.68 through CI-1.6.74.1 to CI-1.6.62 through 1.6.68.1
43. CI-1.6.69 Medical (tab)
44. Renumber CI-1.6.75 through CI-1.6.80.1 to CI-1.6.69.1 to CI-1.6.69.7.1
45. CI-1.6.69.8 Mechanism to print Medical/Dental Visit Summary
46. CI-5.1 must be modified to state: ~~No outputs required~~
Medical/Dental Visit Summary

47. Add a new requirement CI-5.1.1 Standard Case Identification Box
48. Add a new requirement CI-5.1.1.1 Case Name
49. Add a new requirement CI-5.1.1.2 Case Number
50. Add a new requirement CI-5.1.1.3 Log Number
51. Add a new requirement CI-5.1.1.4 Print date
52. Add a new requirement CI-5.1.1.5 Worker Load Number
53. Add a new requirement CI-5.1.2 Print as table containing the following
54. Add a new requirement CI-5.1.2.1 Visit Date
55. Add a new requirement CI-5.1.2.2 Visit Type
56. Add a new requirement CI-5.1.2.3 Reason for Visit
57. Add a new requirement CI-5.1.2.4 Treatment
58. Add a new requirement CI-5.1.2.5 Provider
59. Add a new requirement CI-6.1 The following help definition must be added for the Description tab.
60. Add a new requirement CI-6.1.1 Describe the current status of the child including:
61. Add a new requirement CI-6.1.2 Emotional and physical development
62. Add a new requirement CI-6.1.3 Behavior (for the ISP, include past experiences and problem)
63. Add a new requirement CI-6.1.4 Relationship with siblings, if applicable
64. Add a new requirement CI-6.1.5 Relevant medical, dental and vision information , including any distinguishing marks
65. Add a new requirement CI-6.1.1.6 Hobbies, likes and dislikes, etc.
66. Add a new requirement CI-6.1.1.7 Significant events since the last assessment (for USP or PWSP)

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September 1, 2004

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Thanks for your cooperation.

cc: Mary DeRose
Patty Whitlock
Vicki Weller

11.2.18 Addendum 2

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

September 23, 1999

To: Daniel Klodt, Manager
Services Area
ITMS

Date: September 21, 2004

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services Administration

Subject: SWSS: Child Information Module Documentation for CWCMS -
Addendum 2

It is necessary to revise the Child Information Module Documentation requirements memo dated September 1, 2004. The following requirements must be added:

- 67. Add a sub-requirement to the Date of Adoptive Placement requirement in Addendum 1: Was this date estimated? Yes/No
- 68. Add a sub-requirement to the Date of Disruption requirement in Addendum 1: Was this date estimated? Yes/No
- 69. Add a sub-requirement to the Date of Finalization requirement in Addendum 1: Was this date estimated? Yes/No
- 70. Add a sub-requirement to the Date of Dissolution requirement in Addendum 1: Was this date estimated? Yes/No

Thanks for your cooperation.

cc: Mary DeRose
Patty Whitlock
Vicki Weller

11.2.19 Addendum 3

www.michigan.gov

STATE OF MICHIGAN
**Department of
Human
Services**

Memo

Tel:
Fax:

To: Daniel Klodt, Manager

Date: 06/23/05

Services Area, DIT

From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services

Subject: SWSS FAJ - Child Information Module Requirements - Addendum 3

It is necessary to revise the previously adopted requirements in the Child Information Section. Please modify or add the following requirements:

1. CI-1.6.70.1 must be modified to state: "Available for CFC cases or JJ cases with legal status 52 or **90 through 94** ~~91, 93~~, (Dual Ward)"
2. CI-1.6.70.3.4.1 must be modified to state: "Yes/No/**Still Intact**."
3. CI-1.6.70.3.6.2 must be modified to state: "Available if disrupted prior to finalization is answered "No" or **"Still Intact"**."
4. Add a new requirement between CI-1.6.70.3.8 and CI-1.6.70.3.8.1: Not available is adoption is "Still Intact".

Thanks for your cooperation.

cc: Mary Somma
Patty Whitlock
Vicki Weller

11.2.20 Addendum 4

www.michigan.gov

STATE OF MICHIGAN

**Department of
Human
Services**

Memo

Tel:
Fax:

To: Daniel Klodt, Manager
Services Area, DIT
From: Mary Ann Jensen, Consultant
SWSS FAJ Policy
Children's Services
Subject: SWSS FAJ - Child Information Module Requirements - Addendum 4

Date: 08/08/06

It is necessary to revise the requirements in the Child Information Section. These requirements were last updated in June, 2005. Please add the following requirement:

5. Add a new requirement between CI-6.2.5 and CI-6.2.6: Describe all prior formal and informal placements.

Thanks for your cooperation.

cc: Mary Somma
Vicki Weller

12 TEST PLANS

12.1 Test Plan Created by Policy

Member Information

Members to the case are added from this screen. Add different relationships of members to the child.

All member adds will be check through the Soundex process and if they are found to be within the system their person information will prefill on the screen. Check to ensure that information prefills on the case correctly and that member also prefill on companion cases of the child.

The Parent's data screen elements are different from Relatives/Other person's screen. Parent's address history will also be stored. Check to make sure this is working and print the Parent's Address form. (See attached)

A child's companion cases should also display in the Parent's/Family box. A worker should not be able to change companion case information on another child's case. They must go into the child's case to change information.

Adoptive parents on the adoption case are added on the Placement screen.

Biological parents should display in the Other Person box and the worker should not be able to change information on the bio. parents.

Check to see that if the child's name is changed that the case name changes.

When a child is adopted the FC name should display in the AKA box.

12.2 Test Plan Created by SWSS Development

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13 OUTSTANDING ISSUES

The following items require a decision or some direction from Policy staff:

1. For FC and JJ cases, if the previously adopted question is answered “yes”, would it be possible to display or gray out the bio parents questions since they have no impact on these cases. **ANSWER: NO. In this case, the question should be reworded to ask about caretakers rather than bio parents.**
2. JJ – Rec type of foster home. Specs say to only show this question when liv. Arrange = 5 or 6.
3. The first time in the app, LA will have no value, so the questions won’t show.
4. FC case number does not appear on the child data screen for an adoption case like the specs say. Do we still need this? Or was it left off intentionally. Probably should be left off. **ANSWER: NO, we don’t need it. Leave it off!**
5. Title IV-E eligibility (Adopt)? This is in Lee Wild’s requirements. He also has Eligibility code listed separately in his specs. Is it covered (on the screen)? **ANSWER: YES. The eligibility code, which is already on the screen, is adequate. Showing “Title IV-E” would be redundant.**
6. Client ID - Required on an open case (FC/JJ cases). Shouldn’t Adoption require this also? **ANSWER: YES.**
7. On an adoption case, there is no place to say that the biological parents are not known. (From error log 3532).

14 ATTACHMENTS

14.1 Attachment A: List of SWSS Module Prefixes

MODULE PREFIXES TO BE USED FOR REQUIREMENTS

MODULE	TABLE
CASE LISTING	CL
MAIN MENU	MM
CASE REGISTRATION	CR
CHILD INFO	CI
MEMBER INFO	MI
LEGAL	LE
FUNDING DETERMINATION	FD
PLACEMENT	PL
PAYMENT	PA
EDUCATION	ED
MEDICAID	MA
MEDICAL PASSPORT	MP
FIVE DAY PACKET	FP
COMMENTS	CO
CASE SUMMARY	CS
CASE CLOSING	CC
MARE	MR
ADOPTION ACTIVITY	AA
REPORT GENERATION	RG
TICKLERS	TI
PROVIDERS	PR
UTILITIES	UT
LOGIN/SECURITY	LO
PRINT133A	P1
PRINT5S	5S
ACTION SUMMARY	AS
PURCHASE OF SERVICE	PU
PS XFER	PX
CONVERSION	CV
SOUNDEX	SO
SYSTEM FLOW	SF
COMMON	CM
RECONCILIATION	JTL